

UNITED STATES DEPARTMENT OF AGRICULTURE

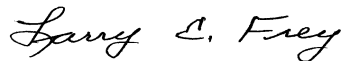
Farm Service Agency
Oregon State FSA Office
Tualatin, Oregon 97062

OR NOTICE PM - 417

FOR: COUNTY OFFICES

State Grievance Board for 2003

APPROVED BY: State Executive Director



JLS:mac

1 Overview

A

Purpose

The purpose of this notice is to advise County Office (CO) employees of the appointment of the State Grievance Board for calendar year 2002 and review some of the basic elements in the grievance system.

B

Appointments

The members of the 2002 State Grievance Board area:

Regular Member

Roger Tresham, Chairperson
Chief Administrative Officer

Kevin Macintyre, CED
Sherman County

Sheri Carlson, PT
Sherman County

Crystal VanderZanen, COC
Washington County

Alternates

Marjorie Crooker
Administrative Specialist

Darca Glasgow, CED
Yamhill County

Lois Huffman, PT
Malheur County

Perry Johnston, COC
Wallowa County

C

Application of the Grievance System

The grievance system applies to any concern or dissatisfaction that involves the employment of a covered employee, subject to State or County Office management's control, which is not covered by another form of appeals or complaint process. The system applies to, but is not limited to, the following:

DISPOSAL January 1, 2004

DISTRIBUTION County Offices, DD's STO

C

**Application of the
Grievance System**

- Working Conditions
- Improper application or not following rules and regulations
- Unfair treatment
- Performance ratings, not including warnings to improve performance
- Letters of reprimand

The grievance system does NOT apply to:

- Involuntary separations, such as poor performance, misconduct, or RIF's
- Classification and pay plans
- Any action affecting another person (action grieved must be personal to the aggrieved party)
- The content and enforcement of published FSA procedures and policy
- The substance of the elements and standards of an employee's position
- The granting or failing to grant an award or the decision to adopt or not adopt a suggestion
- The receiving or failing to receive a performance award or QSI
- The termination of a probationary employee
- Notice of a performance improvement period
- Disciplinary suspensions of 14 calendar days or less

Additional items are found in 22-PM (Rev. 1) para 464.5

D

Filing A Grievance

All Grievances shall be:

- Presented in writing by the aggrieved party within 30 days of the action grieved or 30 days of becoming aware of an action which is grievable
- Filed with the Chairperson of the State Grievance Board
- If there is more than 1 aggrieved party, and the nature of their grievance is identical, 1 written grievance may be filed by all parties, if all parties agree in writing (any party may request too have his or her grievance considered separately)

The written grievance shall:

- Be signed by the aggrieved party or parties, or authorized representative of the affective parties.
 - If signed by an authorized representative, clearly identity the aggrieved party or parties
 - Clearly and concisely state the subject of the grievance
 - Specify the corrective action being sought
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